



CAREER CENTER
ST. CLOUD STATE UNIVERSITY
320.308.2151
Centennial Hall 215
www.stcloudstate.edu/careercenter

How to Write a “Thank You” Letter

Thank you letters are ***prompt***, personal replies to express your appreciation for an interview and to reiterate your interest and qualifications for the position for which you interviewed. Sending a thank you letter leaves a positive impression and can sometimes be the deciding factor as to who gets offered the position. It is important to **send a thank you to each of the individuals you interviewed with within 24 hours following the interview.**

If you decide you are no longer interested in the position, it is still common courtesy to send a thank you note as it reflects your professionalism. It also keeps the door open if you should become interested in the organization sometime in the future or if the person you met with knows of another opportunity that might interest you.

Here are some guidelines and suggestions for thank you letters:

Choose one of the following methods for your thank you letter:

- Use a card and hand write your message.
- Use simple white paper.
- Use the same paper that your resume was printed on and type it.
- The letter should be concise and in a business format.
- Show genuineness and professionalism in your message.
- Try to personalize your letter while maintaining professionalism.

Opening paragraph:

- Show your appreciation for the opportunity to interview.
- Make a specific reference to the position.

Middle Paragraph:

- Reiterate your interest in the job/internship and remind the interviewer of your key competencies that match the position.
- Express confidence in your abilities and stress the “fit.”

Closing Paragraph:

- Restate your gratitude, clarify method of follow-up (i.e. “I look forward to hearing from you soon” or “I will call you on Friday regarding your decision”), and close on a positive note.



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Sample “Thank You” Letter

Betsy Watson
720 Millowcreek Drive
Charlotte, NC 98765
(123)456-7890

Insert Date Here

Ms. Catherine Jones
Human Resources Manager
4M, Inc.
987 Carlson Drive
Minneapolis, IA 55621

Dear Ms. Jones,

Thank you for meeting with me yesterday to share details about the Assistant Buyer position at 4M, Inc.

After talking with you and your staff, I am eager to reaffirm my interest in the position and in a company that supports the local community. I am confident that my familiarity with the product line and considerable retail sales experience would prove to be an asset to your department.

I look forward to hearing from you soon regarding your final decision.

Sincerely,

Signature of Applicant

Betsy Watson

